

November 25, 2025

A meeting of the Board of Trustees was held on November 18, 2025 at 5:30 p.m.

Attendance:	Trustees Present:	Mr. Trabold, Ms. Kennedy, Ms. Alicea
	Trustees Absent:	Ms. Schiller, Ms. Ryder
	Director:	Danielle Paisley
	Assistant Director:	Jennifer Bollerman
	Library District Clerk:	Debbie Bacon
	Guests:	Al Coster, Baldesari & Coster
		Curt Coranado, BBS
		Ivan Carrasquillo, TFMG
		Patricia Portillo-Cruz, Medford Branch Manager

The meeting was called to order at 5:30 p.m.

Al Coster reviewed the highlights of the Patchogue-Medford Library Annual Audit for the Fiscal year ending June 30, 2025 and determined that all current processes are in order.

Curt Coranado presented the Board with site plans for the Medford Branch Outdoor Play and Learn space, including ADA access from a parking lot entrance. He discussed the use of each area in the yard for various programming and events. Mr. Coranado suggested that the construction begin with a patio at the rear entrance of the Library and an amphitheater at the back of the property.

Ivan Carrasquillo briefed the Board on the previously discussed emergency generator. He mentioned that the electrical system may need to be upgraded. Mr. Carrasquillo will return to the Board with a cost estimate.

On a motion of Ms. Alicea, seconded by Ms. Kennedy, the Board approved an employee's leave of absence.

On a motion of Ms. Alicea, seconded by Ms. Kennedy, the following items included in the Consent Agenda were approved. (Unanimous)

- a. Minutes of the October 21, 2025 Meeting
- b. Treasurer's report
- c. Financial Report
- d. Budget Report
- e. Bills

The bills as listed in the Check Report dated October 31, 2025 (October Addendum) totaling \$262,840.35 from the General Fund, \$0 from the Capital Fund and \$25.30 from the Central Library Fund. The bills as listed in the Check Report dated November 10, 2025, (November Warrant) totaling \$359,149.86 from the General Fund, \$1,373.25 from the Capital Fund and \$2,222.64 from the Central Library Fund.

- f. Report of the Library Director (includes circulation reports, patron usage reports)
- g. Personnel Report

On a motion of Ms. Alicea, seconded by Ms. Kennedy, the Board approved the SCLS budget. (Unanimous)

On a motion of Ms. Kennedy, seconded by Ms. Alicea, the Board approved the following resolution. (Unanimous)

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the payment of the NY State Retirement bill, in the amount of \$763,334 to be paid electronically by December 15, 2025 to take advantage of the prepayment discount.

On a motion of Ms. Kennedy, seconded by Ms. Alicea, the Board approved the following resolution. (Unanimous)

RESOLVED, that the Patchogue-Medford Library Board of Trustees hereby approve the updates to the Computer and Digital Resources Policy.

Jennifer Bollerman provided the Board with an overview of the Performance Management, Review, and Discipline course she delivered to a class of Directors. In addition, she will forward her sustainability goals for 2026 to the Board. Ms. Bollerman informed the Board that staff participated in a CPR/AED class.

Patricia Portillo-Cruz reviewed recent staff schedule restructuring designed to improve efficiency at the Medford Branch. Ms. Portillo-Cruz mentioned that an elementary school field trip to the branch was successful and that she attended a fire prevention night at a local fire house.

The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Debbie Bacon". The ink is dark and the signature is fluid.

Debbie Bacon